

*Chie file*

27 Jan 1961

Memo To File

STAT

The attached was sent to [redacted] Chief, Reference Branch, Map Library on this date.

Upon completion of the ~~the~~ requestions [redacted] will forward to me for completion as to color delivery date, etc. [redacted] will also determine in the meantime whether or not O.R. can pay for these items.

STAT

This Installation is to be made in the new building and not in the current Office Space.

There is considerable work to be done to the files from a indexing and folder conversion point of view. It was pointed out to [redacted] that shelving would be totally unsuccessful unless this were done first.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800240008-8  
*the way of making new folders etc.  
was offered. She preferred however to  
begin on their own and*

SUMMARY SHEET

ORR/Wash And/Map Lib Div. Ref. Br.

TYPE OF MATERIAL

1. CIA Sample Map Folders (1 Copy of each  
CIA published map)
2. Map Supplements (Texts that accompany  
maps)
3. Series Folders indicating holdings of  
Map Series Sheets in Map Collection

EQUIPMENT

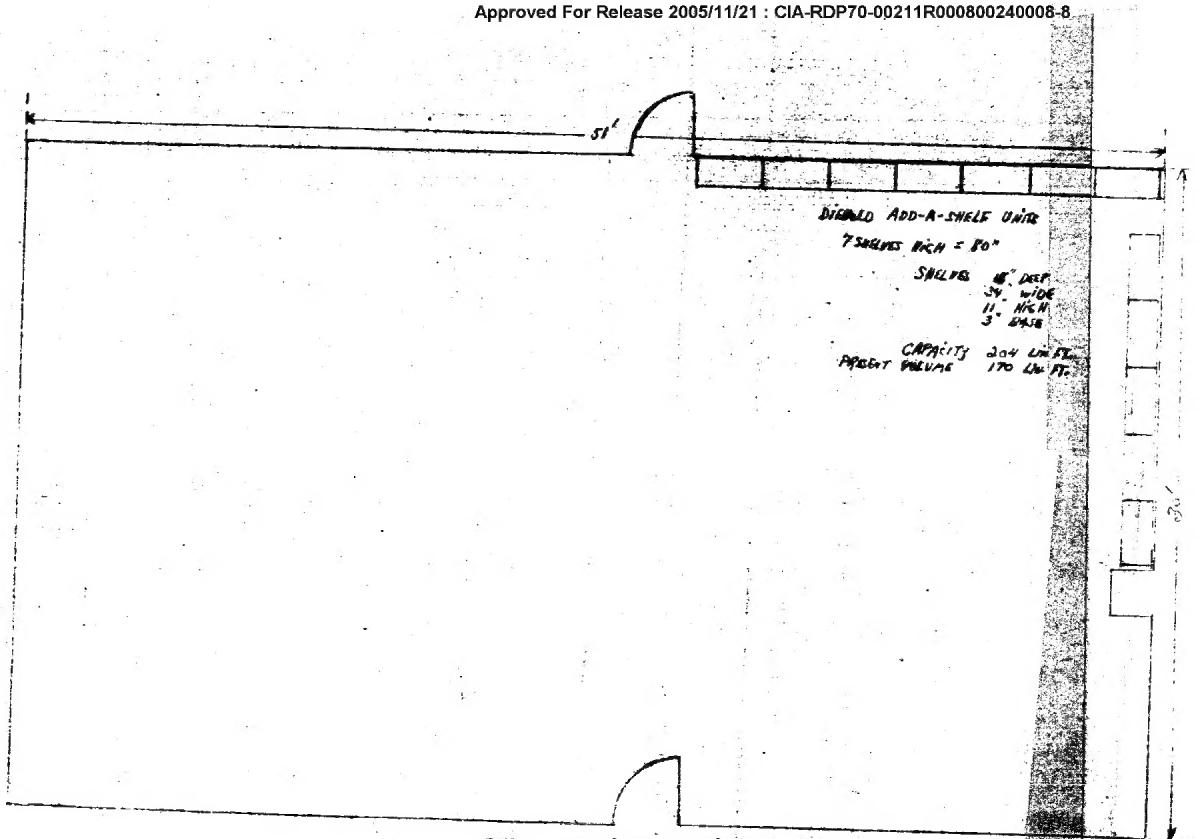
4	4 dr. Safes	25 cu. ft.
4	5 dr. Legal Cabinets	30 cu. ft.
5	5 dr. Letter Cabinets	25 cu. ft.
<u>12</u>	4 dr. Letter Cabinets	<u>90 cu. ft.</u>
25		170 cu. ft.

VOLUME OF MATERIAL

Cabinet Capacity	170 Lin. Ft.
Currently On Hand	150 Lin. Ft.
Shelving Capacity	204 Lin. Ft.

FLOOR SPACE COMPARISONS

Present Cabinets	95 Sq. Ft.
Shelving	36 Sq. Ft.



OUR MAP LIBRARY DIVISION  
 REFERENCE BRANCH  
 NEW BUILDING

27 January 1961

FOR: ORR Map Library/Reference Branch

Shelving - Add-A-Shelf - Legal Size

<u>DIEBOLD NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PR. EA.</u>	<u>TOTAL</u>
86-16	Basic Open Shelf File Unit with Recessing Drop-Front Door/W Label Holders	84	14.95	\$1,255.80
86-17	Cap	12	1.70	20.40
86-19	Base (3" with Levelizing Screws)	12	9.20	110.40
86-31	Adjustable Divider	420	.26	109.20
86-27	Portable Work Shelf for Legal Units With Doors	4	3.15	12.60
Guides	Legal Size, 14 3/4 wide X 9" high exclusive of Tab. Tab Extension from body of guide 1 1/8" allowing full 1" insert and making overall width 15 7/8". Guides to be 25 ft. Gray pressboard and furnished with two inserts each. Guides are to be used with shelf units described above with Doors.	252	19.25 Per C	48.13
			TOTAL	\$1,556.53

Less 15% Discount

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FOR: ORR - Map Library/Reference Branch

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>
1.	Step Ladder, Mounted On  Wheels.  Model 68-20  Width 21"  Length 18 3/4"  Top Step Height 18"  Overall Height 22 3/4"	1	\$ 50.

Source of Supply: Cramer Posture Chair Co.

Thru: G. S. Ginn & Co.

919 E St., N.W.

Washington, D. C.